

COMMUNITY ISSUES AND SOCIAL PLANNING COMMITTEE

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

Re: REQUEST FOR SUB-LEASING AGREEMENT

RECOMMENDATIONS:

1. **THAT** Council authorize the sub-leasing request submitted by St. Leonard's Youth and Family Services Society for an interim period ending on 1998 December 31 pending a fall review of St. Leonard's needs for Room 31 at the Resource Centre.
2. **THAT** a copy of this report be sent to Derek Pollock, Executive Director, St. Leonard's Youth and Family Services Society, P.O. Box 80156, Burnaby, B.C. V5H 3X5, and to Lisa Ireland, Chairperson, Caireen Child and Family Services Society, 4312 Dundas Street, Burnaby, B.C. V5C 1B3.

REPORT

The Community Issues and Social Planning Committee, at its meeting held on 1998 May 27, received the *attached* report outlining a request for a sub-leasing agreement submitted by St. Leonard's Youth and Family Services Society for Room 31 at the Burnaby Heights Community Resource Centre.

Respectfully submitted,

Councillor C. Redman  
Chair

Councillor N. Volkow  
Vice Chair

<p>:COPY - CITY MANAGER - DIRECTOR FINANCE - CITY SOLICITOR - DIRECTOR PLANNING AND BUILDING</p>
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**TO:** CHAIR AND MEMBERS  
COMMUNITY ISSUES AND SOCIAL  
PLANNING COMMITTEE

1998 May 20

**FROM:** DIRECTOR PLANNING AND BUILDING

Our File: 10.121

**SUBJECT:** REQUEST FOR SUB-LEASING AGREEMENT

**PURPOSE:** To outline a request for a sub-leasing agreement submitted by St. Leonard's Youth and Family Services Society for Room 31 at the Burnaby Heights Community Resource Centre.

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**RECOMMENDATIONS:**

1. **THAT** Council authorize the sub-leasing request submitted by St. Leonard's Youth and Family Services Society for an interim period ending on 1998 December 31 pending a fall review of St. Leonard's needs for Room 31 at the Resource Centre.
2. **THAT** a copy of this report be sent to Derek Pollock, Executive Director, St. Leonard's Youth and Family Services Society, P.O. Box 80156, Burnaby, B.C. V5H 3X5, and to Lisa Ireland, Chairperson, Cairen Child and Family Services Society, 4312 Dundas Street, Burnaby, B.C.

**REPORT**

**1.0 BACKGROUND**

On 1996 October 7, Council authorized the lease of Room 31 at the Burnaby Heights Community Resource Centre to St. Leonard's Youth and Family Services Society. St. Leonard's intended to use the space to provide a general activity room and learning centre for special needs children and other children involved in their Special Services to Children and Families Program.

On 1996 October 28, Council approved a 50% lease grant to offset the established lease rate for St. Leonard's at the Resource Centre. For 1998, the annual established lease rate for this 768 square foot room totals \$7,196. The resulting 1998 lease grant is equal to \$3,598 for the year.

Since the allocation, St. Leonard's has acknowledged that it has not been able to use the room for its intended purpose and to the level anticipated, when its application for the space was considered by the Committee, due to the ongoing restructuring of agency contracts and mandates being pursued by the Ministry for Children and Families.

## 2.0 SUB-LEASING GUIDELINES

On 1994 December 12, Council approved a process for receiving and reviewing sub-leasing requests for space allocated to primary tenants at the Resource Centres. The review process for sub-leasing arrangements seeks to ensure that:

- prospective sub-lease tenants generally meet the established guidelines for the allocation of space and are compatible with other uses in the resource centres
- primary tenants are fully aware that they are solely responsible for the actions and activities of their sub-tenant
- sub-tenants are fully aware of building operations such as fire safety plans, hours of operation, and building maintenance activities
- that City staff have a record and are fully aware of all sub-tenants in the Resource Centres.

The primary purpose of accommodating sub-leasing arrangements at the Resource Centres is to provide for more flexible use arrangements that maximize the use of the available space at the Resource Centres and extend the range of services available to the community. It also ensures that these arrangements are reviewed by the Committee and approved by Council.

## 3.0 APPLICATION

At this time, St. Leonard's is seeking approval to sub-lease its allocated space to the Caireen Child & Family Services Society. The purpose of the Caireen Society is to provide treatment services for high risk, behavioural special needs children in Burnaby on behalf of and collaboratively with the Ministry for Children and Families.

Through the proposed sub-leasing agreement, St. Leonard's intends to allocate the room to the Caireen Society on a full-time basis for approximately 40 - 50 hours per week. St. Leonard's intends to continue to make limited direct use of the room for some supervised visits. The proposed sub-lease agreement would include a monthly payment of \$200 by the Caireen Society to St. Leonard's. Currently, with the 50% offsetting lease grant, St. Leonard's monthly lease payment is \$299.84.

Given the ongoing process of restructuring agency contracts by the Ministry for Children and Families, St. Leonard's has advised that it is unable to determine, at this time, whether or not

the agency will have a future need for the allocated space. St Leonard's views the proposed sub-leasing agreement with the Caireen Society as an interim measure to provide for the use of the space pending a conclusion to outstanding contracting issues by the Ministry for Children and Families.

Once a final decision has been reached by the Ministry, St. Leonard's would be in a better position to determine whether it has a need for its allocated space at the Burnaby Heights Resource Centre.

#### 4.0 DISCUSSION

Staff have a basic concern with the proposal for the sub-lease of the space allocated to St. Leonard's on a full-time basis to a separate non-profit organization. The purpose of sub-lease arrangements is to provide opportunities for more extensive and flexible use of allocated resource centre space by enabling primary tenants to accommodate part-time and off-peak use of their space by other community organizations. In this case, St. Leonard's would be sub-leasing its space on a full-time basis pending final decisions on future Ministry contract arrangements.

Should St. Leonard's not receive Ministry contracts which would necessitate the use of its allocated space at Burnaby Heights, the sub-leasing agreements could, in effect, result in the full-time allocation of the space to the Caireen Society without the benefit of a public offering of the space through the established allocation process. This would be particularly evident should, over the intervening period of the sub-lease agreement, the Caireen Society become fully established in and dependent on the subject space for the delivery of its programs in Burnaby.

To reduce the potential of the proposed sub-leasing agreement resulting in the effective allocation of the subject space to the Caireen Society without the benefit of considering applications from other non-profit community groups in Burnaby, staff would propose that a time limited approval be given the requested sub-leasing agreement. Specifically, it is proposed that the Committee recommend to Council approval of the sub-lease agreement for an interim period ending on 1998 December 31, to coincide with the end of the current one year term lease agreement with St. Leonard's.

During the month of September, staff would re-contact the St. Leonard's Society to ascertain whether or not it has a direct ongoing need for the subject space. Should St. Leonard's not be in a position to make substantial use of Room 31 at Burnaby Heights, staff would then propose that St. Leonard's be given notice that its lease of Room 31 at the Burnaby Heights Community Resource Centre would not be renewed after 1998 December 31. At that time, staff would also propose to initiate the re-allocation process for the subject space, advertising

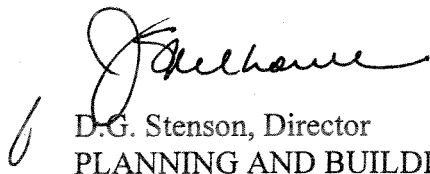
its availability to the community, with the intention of selecting the new tenant through the Committee and Council for the start of the new year. Applications for the space could then be received from all interested groups, including an application from the Caireen Society for the direct lease of the space from the City.

## 5.0 SUMMARY COMMENTS

The St. Leonard's Youth and Family Services Society has requested approval for the sub-lease of its space at the Burnaby Heights Community Resource Centre to the Caireen Child and Family Services Society. The intent of the sub-lease is to provide for some interim use of Room 31 at the Resource Centre pending final decisions by the Ministry for Children and Families on agency contracts. In general, the Caireen Society meets the guidelines for the allocation of space for the Resource Centres.

It is proposed that St. Leonard's be given approval for the requested sub-lease arrangement for an interim period ending on 1998 December 31. This would provide St. Leonard's with the opportunity to re-establish its needs for the subject space. It would also accommodate some interim use of the space, while maintaining the future option for the Committee to pursue the established allocation process should the St. Leonard's not have an ongoing need for this Resource Centre space.

With Council approval of the Committee's recommendations, staff would re-contact St. Leonard's and the Caireen Society to outline the expected next steps on this matter.

  
D.G. Stenson, Director  
PLANNING AND BUILDING

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cc: City Manager  
Director Finance  
City Clerk  
City Solicitor

